

# MISCELLANEOUS EXPENSE VOUCHER

FUND	AGENCY	ORG/SUB	PROGRAM BUDGET UNIT	ACTIVITY	FUNCTION	OBJ/SUB
JOB/PROJECT	REPT CATEGORY	TERMINI	QUANTITY	AMOUNT		

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

MEETING OF: \_\_\_\_\_ HOME ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

HELD AT: \_\_\_\_\_

DATES: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**TRAVEL EXPENSES: (ATTACH RECEIPTS IF MORE THAN \$10.00)**

Dates /Time traveled \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

From (cities) \_\_\_\_\_ to \_\_\_\_\_ and return.

Automobile (Driver only; round trip) \_\_\_\_\_ miles @ \$ ~~32~~ <sup>138</sup> per mile ..... \$ \_\_\_\_\_

Plane ticket no. \_\_\_\_\_ and amount ..... \$ \_\_\_\_\_

Taxi ..... \$ \_\_\_\_\_

Parking ..... \$ \_\_\_\_\_

Bagging Tips ..... \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

**MEALS: (ATTACH RECEIPTS IF MORE THAN \$10.00)**

\_\_\_\_\_ DATE \_\_\_\_\_ Breakfast (including tax and tip) ..... \$ \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ Lunch (including tax and tip) ..... \$ \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ Dinner (including tax and tip) ..... \$ \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ Breakfast (including tax and tip) ..... \$ \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ Lunch (including tax and tip) ..... \$ \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ Dinner (including tax and tip) ..... \$ \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ Breakfast (including tax and tip) ..... \$ \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ Lunch (including tax and tip) ..... \$ \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ Dinner (including tax and tip) ..... \$ \_\_\_\_\_

**TOTAL MEALS** \$ \_\_\_\_\_

**LODGING: (ATTACH RECEIPTS)**

\_\_\_\_\_ DAYS @ \$ \_\_\_\_\_ PER DAY

**LODGING  
EXPENSES** \$ \_\_\_\_\_

**OTHER EXPENSES: (ATTACH RECEIPTS)**

\_\_\_\_\_ **OTHER  
EXPENSES** \$ \_\_\_\_\_

I certify that the above expenses were incurred by me on  
behalf of the Commonwealth of Kentucky.

**TOTAL DUE** \$ \_\_\_\_\_

SIGNED: \_\_\_\_\_ APPROVED FOR PAYMENT: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_ DATE: \_\_\_\_\_